

## Sample Agenda Navy Occupation

## Navy Rating Review

Norfolk, VA  
August 1, 2014

### Agenda & Interviewee List

**Directions:** *(Sample Directions) After entering the main gate, secure your visitor's pass at the security office. Once inside the gate, turn left onto C Avenue; turn left at the second light and park in the large parking lot on left. Constant Center will be directly in front of you. (List POC contact information for the person who will meet the team.)*

#### Time

7:30 AM	ACE Team Arrives <i>Building Name/Room Location</i>
8:00 AM	In-Brief and Formal Introductions <i>Building/Room</i>
8:30 AM	Review Rating Examinations
9:00 AM	<b>PR Aircrew Survival Equipmentman</b> PR3: Name/Time in Service/Time in Grade PR3: Name/Time in Service/Time in Grade PR2: Name/Time in Service/Time in Grade PR2: Name/Time in Service/Time in Grade PR1: Name/Time in Service/Time in Grade PR1: Name/Time in Service/Time in Grade
9:50 AM	Break
10:00 AM	PRC: Name/Time in Service/Time in Grade PRC: Name/Time in Service/Time in Grade PRCS: Name/Time in Service/Time in Grade PRCS: Name/Time in Service/Time in Grade PRCM: Name/Time in Service/Time in Grade PRCM: Name/Time in Service/Time in Grade
10:50 AM	Team Discussion
11:45 AM	Lunch
1:00 PM	Team Discussion and Write-Ups
*4:30 PM	Exit Briefing <i>Building/Room</i>

***\*(Time may change depending on workflow of team)***